

Application No # \_\_\_\_\_ - V \_\_\_\_

Circulated for Review: \_\_ / \_\_ / 07

Building Application # \_\_\_\_\_ - B \_\_\_\_

Sign Posted: \_\_ / \_\_ / 07

Notice Mailed: \_\_ / \_\_ / 07    Hearing Date: \_\_ / \_\_ / 07    Approved/Denied: \_\_ / \_\_ / 07

## Town of Garrett Park



### Town Office

PO Box 84  
4600 Waverly Avenue  
Garrett Park, MD 20896-0084

Tel: 301 933-7488    Fax: 301 933-8932  
Garrett-park@comcast.net

## Variance Application

Property Street Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Block Number: \_\_\_\_\_ Historic Property: Yes / No

Property Owner Name(s): \_\_\_\_\_ PO Box: \_\_\_\_\_

Address (If different than above): \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobil) \_\_\_\_\_

Email: \_\_\_\_\_

Applicant (If different from Owner): \_\_\_\_\_

Relation to Owner (Architect, Builder, other authorized agent) \_\_\_\_\_

Applicant Address (If different from Owner): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobil) \_\_\_\_\_

Email: \_\_\_\_\_

**Reason for disapproval of Building Permit** (Please cite Section of Code of Ordinances):

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**Define the Special Circumstance and Hardship that are the basis of the need for relief** (Be specific! Attach additional sheet if needed):

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**Describe the nature and extent of relief sought** (Attach additional sheet if needed):

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**The following information must be submitted with this application in order for it to be accepted as complete:**

- 1) Copy of disapproved Garrett Park building permit application.
- 2) Two (2) copies of a site plan showing the size and the relationship of the existing and proposed structures to the property lines including: dimensions of all yards; all existing and proposed structures. This plan should be drawn on a copy of a house location survey, plat, or other similar document prepared by a Maryland licensed land surveyor (minimum scale: 1 inch = 20 feet). This plan must clearly show:
  - Square footage of any proposed addition, including any proposed covered porches and decks elevated above the ground.
  - Square footage of any existing building footprint, including any proposed covered porches and decks elevated above the ground.
  - Distance of proposed new construction from lot lines.
  - Distance of any existing structures from lot lines.
- 3) Photographs or measured drawings of all affected elevations of existing structures.
- 4) Gross floor areas of basement, all floors and attic of all existing and proposed buildings and additions.
- 5) Variance Application fee of \$50 (nonrefundable): Rec'd \_\_\_\_\_ Ck # \_\_\_\_\_
- 6) Sign deposit of \$75 (separate check from fee): Rec'd \_\_\_\_\_ Ck # \_\_\_\_\_

**In some cases, the Town may require additional information before your application is accepted as complete, including, but not limited to:**

Required:

- Yes No Copy of Montgomery County building permit for identical work.
- Yes No Copy of complete Montgomery County application for a building permit for identical work.
- Yes No Copy of Montgomery County Historic Area Work Permit (if property is in the Garrett Park Historic District).
- Yes No Construction drawings of proposed new work (Minimum scale: 1/8 in. = 1 ft.).
- Yes No All floor plans of existing structures (Minimum scale: 1/8 in. = 1 ft.).
- Yes No All elevations of existing structures (Minimum scale: 1/8 in. = 1 ft.).
- Yes No Property line survey stamped and signed by a Maryland registered land surveyor (minimum scale: 1 in. = 20 ft.), showing relationship of existing structures, if any, to property lines.
- Yes No Other Documents:

**I certify that I have the authority to make this application, and that the information in this application is correct:**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Please Print Name

**On \_\_\_\_ / \_\_\_\_ / \_\_\_\_ the Garrett Park Town Council APPROVED/DENIED this application for a variance:**

\_\_\_\_\_  
Clerk-Treasurer

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_